

~~CONFIDENTIAL~~  
S-E-C-R-E-T

1796

MEMORANDUM FOR: Members of the Initial Emergency Relocation Force

SUBJECT : Instructions

1. The Central Intelligence Agency has established an Initial Emergency Relocation Force for the purpose of carrying on its headquarters mission at the Emergency Relocation Center in the event that threatened or actual enemy action necessitates withdrawal of the headquarters from Washington. The Emergency Relocation Center of this Agency [REDACTED]

[REDACTED] approximately one mile northwest of the point where [REDACTED] The Center is supplied and equipped and is in readiness at all times for immediate activation of Agency headquarters in case of emergency.

2. The personnel who have been chosen for assignment to the Initial Emergency Relocation Force have been selected carefully on the basis of their fitness, on the basis of their indispensability to the mission of the Agency under emergency circumstances, and in terms of their demonstrated reliability and devotion to duty. Precise instructions concerning the invoking of relocation plans, the activating of the headquarters at the Emergency Relocation Center, and the movement thereto will be given to members of the Initial Emergency Relocation Force by officials designated by the heads of their respective major components.

3. Each member of the Initial Emergency Relocation Force should study carefully the guidance set forth in the "Guide for Civil Defense Action in the Washington Warning Area" promulgated to the public in the Washington metropolitan area on 17 November 1959 by the Director of the Office of Civil and Defense Mobilization, the Board of Commissioners of the District of Columbia, the Governor of the State of Maryland, and the Governor of the Commonwealth of Virginia, copies of which have been distributed to all members of the headquarters of this Agency. All Agency members are enjoined to keep themselves and all members of their families familiar with all of the provisions of the Guide, especially those dealing with the significance of the two types of warning signals which are described and explained on page 4 thereof, and to take all precautionary measures prescribed therein. All movements of all persons during an enemy-inspired emergency will be by private vehicle and will be governed by the patterns and routes of evacuation prescribed by the Guide and by the rules and instructions of the local civil defense authorities.

4. Although the Government in general and this Agency in particular have a feeling of personal and official concern for the welfare and safety of the members of our employees' families in time of emergency, nevertheless, the basic responsibility for planning and achieving a satisfactory state of preparedness in this regard rests with the head of the family himself, aided by guidance

DOC	8	REV DATE	04/02/80	BY	006199
ORIG COMP		OFF	11	TYPE	02
ORIG CLASS	5	PAGES	2078	NEW CLASS	
JUST	22	ISSUED	18 October 1960	AUTH	70-2

~~CONFIDENTIAL~~

25X1A6a

25X1A6a

25X1A6a

JOB NO. [REDACTED] NO CHANGE  
IN CLASS/DECLASS [REDACTED] IS S C RET. JUST. 22  
NEXT REV DATE [REDACTED] TYPE DOC. 02  
NO. [REDACTED] REVIEWER [REDACTED]  
REV CLASS [REDACTED] ORG COMP [REDACTED] OPL [REDACTED] ORG CLASS [REDACTED]  
AUTH: [REDACTED] 70-3

S-E-C-R-E-T

76-6046  
B1 Feb 5  
213001/2

~~CONFIDENTIAL~~  
~~S-E-C-R-E-T~~

and assistance provided by civil defense authorities as set forth in the "Guide for Civil Defense Action in the Washington Warning Area," cited above.

5. It is urged that heads of families, in carrying out this responsibility, select definite rendezvous points, such as homes of relatives at a distance from the Washington area, which would be the ultimate objective of members of their families in the period beyond the immediate care afforded by local civil defense authorities as set forth in the Guide. Planning along these lines should be discussed thoroughly with members of the family to the end that they understand and can react accordingly. As an interim expedient, local authorities in the area in the vicinity of [REDACTED] can receive and afford welfare measures to evacuated dependents of members of the Initial Emergency Relocation Force. Members of families cannot be admitted to the Emergency Relocation Center.

25X1A6a

6. Each employee may entrust to a responsible member of his family a sealed envelope, to be opened only upon the occurrence of a state of emergency, advising the family that they can write to the employee by name at [REDACTED] in the event that family members become separated during the process of evacuation.

25X1A6a

25X1A 7. The instructions hereinabove contained are applicable to all members of the Initial Emergency Relocation Force, as a consequence of which the instructions contained in paragraphs 1 and 2 of Regulation [REDACTED] Headquarters Emergency Plan, are not applicable to members of the Initial Emergency Relocation Force. However, paragraph 3 of said Regulation, dealing with emergencies other than those created by enemy action, are applicable equally to all employees of the Central Intelligence Agency.

8. Members of the Initial Emergency Relocation Force are enjoined to commit to memory the instructions herein contained and those given them on this subject by officials designated by the heads of their respective major components. It is requested that such instructions not be discussed with or divulged to other persons except as authorized by the official designated by the head of the major component.

for the Deputy Director/\_\_\_\_\_

~~CONFIDENTIAL~~  
~~S-E-C-R-E-T~~